

## PUBLIC WORKS DIRECTOR

# Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the City's Public Works Department including engineering, field services, fleet, facilities and parks maintenance, transportation, water resources, environmental compliance and water/wastewater treatment, collection and distribution. To prepare and implement the annual capital improvement program for the department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible, complex administrative support to City management staff and the City Council.

## **Supervision Received and Exercised:**

Receives administrative direction from the City Manager.

Exercises direct supervision over professional, technical, and clerical personnel.

#### **Position Information:**

The role of the Public Works Director is to oversee two major areas of the City – public works and water utilities. The Public Works Director is responsible for the management and maintenance of all City equipment; the construction and operation of city-owned facilities and infrastructure; parks maintenance; administration of field services including solid waste collection and disposal; streets maintenance; transportation; water resources; environmental compliance to include water/wastewater; air quality and storm water; and the treatment, collection and distribution of water/wastewater. The Public Works Director determines departmental policies; plans long term programs; manages the department's budget and handles complex administrative duties.

In addition, the Public Works Director develops and promotes a solid relationship with the general public; City Council; City Manager; boards and commissions; various employee groups; other City departments; and other government entities.

#### **Essential Functions:**

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Public Works Director (continued)

Duties may include, but are not limited to, the following:

- Administer, plan, and direct the activities of the following divisions / sections / programs: engineering, field services, transportation, water utilities, design and construction, infrastructure, streets, solid waste, transit, fleet, facility maintenance, parks maintenance, water resources, environmental compliance, plant operations, SROG and water/wastewater treatment, collection and distribution.
- Advise, consult and provide information to the City Manager regarding the Public Works Department and its programs.
- Manage the preparation of agenda items for the City Council, and other committees.
- Facilitate the development and review of staff reports related to capital improvements, and present reports to a variety of commissions, committees, boards and the City Council.
- Manage the evaluation, selection and administration of outside consulting contracts; and evaluate and prepare recommendations regarding the retention of consultants.
- Provide complex technical and administrative support to the City Manager and City Council on Department related matters; and manage special projects and research as assigned.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community associations on Department policy and matters; and make presentations before the City Council and other boards, commissions and community organizations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Facilitate long range planning for water utility capacity, infrastructure and city development needs.
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating public works matters.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.

- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their division.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.
- Advise and assist the City Manager, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Have a strong commitment to value diversity in the Department and the City.
- Perform related duties as assigned.

#### **Minimum Qualifications:**

### **Experience:**

Eight years of increasingly responsible management / administrative experience in at least two of the following areas:

- Engineering; and/or
- Field Services (solid waste collection/disposal & streets maintenance, fleet);
  and/or
- Facilities Maintenance; and/or
- Water or Wastewater Collection and Distribution; and/or
- Water or Wastewater Treatment.

#### **Education:**

A Bachelor's degree from an accredited college or university in business management, public administration, engineering, environmental science or other related field. A Master's degree is preferred.

## Competencies:

Interpersonal skills: Maintain open lines of communication; establish a high degree of trust and credibility; and promote a workforce and environment that represents and values diversity of people and ideas.

Integrity: Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.

Professionalism: Maintain composure and deal calmly and effectively in stressful situations; project an appropriate image of self and the organization; and take pride in work and the work of the organization.

Initiative: Work with energy, drive and strong accomplishment orientation; go beyond the routine demands of the jobs; perform effectively with minimal direction; and always strive to succeed and excel.

Customer Service: Understand customer needs; provide prompt, efficient and courteous assistance; follow up with customers; and actively look for ways to improve service.

Planning and Organizing: Approach work in a methodical manner; prioritize tasks and perform accurately and completely; allocate time and resources effectively; and develop contingency plans.

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Dependability and Reliability: Responsible and consistent in fulfilling obligations; diligently meets deadlines; and complies with organizational rules, policies and procedures.

Willingness to Learn: Develop and maintain knowledge, skills and expertise necessary to achieve positive results; anticipate changes in work demand, participate in training; and seek constant feedback.

Critical and Analytic Thinking: Use inductive and deductive reasoning to perform job successfully; critically review, analyze, compare and interpret information; and quickly understand, orient and learn new assignments.

Teamwork: Accept membership in a team; develop constructive and cooperative working relationships with others; identify goals and values of the team; and bring others together to reconcile differences.

Problem Solving and Decision Making: Ability to identify problems; use logic and analysis to identify and decide on the best solution to resolve the problem; and commit to a solution in a timely manner.

This position is unclassified and pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, , which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 043

FLSA: Exempt